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**JUSTICE CABINET DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

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The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,  
which can be accessed at: [www.personnel.ky.gov](http://www.personnel.ky.gov)

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**July 18, 2014**

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**ACCOUNTANT IV—(Franklin County—KY Correctional Industries)—Grade 11—**  
(\$2206.92 - \$2923.38) **MINIMUM REQUIREMENTS:** High school graduate. Must have four  
years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business  
administration, business education, office administration or a related field will substitute for the  
required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical  
experience will substitute for the required education on a year-for-year basis.

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**ADMINISTRATIVE ASSISTANT—(Oldham County—KY State Reformatory)—Grade 9—**  
(\$1823.90 - \$2416.22) **MINIMUM REQUIREMENTS:** High school graduate. Must have three  
years of experience in business, administrative work, research, or clerical experience. College  
will substitute for the required experience on a year-for-year basis.

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**ADMINISTRATIVE SPECIALIST III—(Franklin County—Central Office/Offender  
Information)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:**  
Graduate of a college or university with a bachelor's degree. Must have three years of  
professional, administrative or business experience. Additional education will substitute for the  
required experience on a year-for-year basis. Additional administrative, business, research  
and/or clerical experience will substitute for the required education on a year-for-year basis.

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**ASSISTANT DIRECTOR—(Franklin County—Central Office /Division of Personnel  
Services)—Grade 17—(\$3908.94 - \$5178.72) MINIMUM REQUIREMENTS:** Graduate of a  
college or university with a bachelor's degree. Must have four years of administrative or  
management experience. A master's degree will substitute for one year of the required  
experience. Additional administrative, management or research experience will substitute for  
the required education on a year-for-year basis.

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**CLASSIFICATION & TREATMENT OFFICER I—(Lyon County —KY State  
Penitentiary)—Grade 12—(\$2427.44 - \$3215.72) MIN REQUIREMENTS:** Graduate of a  
college or university with a bachelor's degree.

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**CLASSIFICATION & TREATMENT OFFICER I—(Muhlenberg County —Green River  
Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) MIN REQUIREMENTS:**  
Graduate of a college or university with a bachelor's degree.

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**CLASSIFICATION & TREATMENT OFFICER I—(Oldham County — Roederer  
Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) MIN REQUIREMENTS:**  
Graduate of a college or university with a bachelor's degree.

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**JUSTICE CABINET  
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(continued)**

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July 23, 2014

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**CORRECTIONAL CAPTAIN I—(Lyon County –KY State Penitentiary)** Grade 12—(\$2589.26 - \$3430.10 **MINIMUM REQUIREMENTS:** High School graduate. Must have three years of experience in corrections, law enforcement, criminal justice or social work dealing with rehabilitation of offenders. At least one year of the experience must have been in a supervisory capacity in a custodial security setting. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for one year of the required non-supervisory experience. Must be 21 years of age.

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**CORRECTIONAL CAPTAIN I—(Muhlenberg County –Green River Correctional Complex)** Grade 12—(\$2589.26 - \$3430.10 **MINIMUM REQUIREMENTS:** High School graduate. Must have three years of experience in corrections, law enforcement, criminal justice or social work dealing with rehabilitation of offenders. At least one year of the experience must have been in a supervisory capacity in a custodial security setting. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for one year of the required non-supervisory experience. Must be 21 years of age.

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**CORRECTIONAL INDUSTRIES OPERATIONS MANAGER-(Morgan County—Kentucky Correctional Industries/Eastern KY Correctional Complex)—Grade 15—(\$3230.84 - \$4280.10) **MINIMUM REQUIREMENTS:**** Graduate of a college or university with a bachelor's degree. Must have three years specific trade(s) experience in welding, metal working, woodworking, sewing machine operating, sign making, graphic arts, offset photolithographic or screen process printing, wood furniture making, paneling, clothing manufacturing, furniture upholstering, furniture refinishing, mattress manufacturing, soap manufacturing, metal fabricating, embroidery, two-way radio repair, or data entry work, plus one year of experience in the supervision of employees in any field. Additional experience or technical training in one of the above fields will substitute for the required education on a year-for-year basis. Must possess a valid driver's license.

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**CORRECTIONAL SERGEANT— TWO Positions (Lyon County –KY State Penitentiary)** Grade 10—(\$2139.80 - \$2834.88) **MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

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**CORRECTIONAL SERGEANT— (Shelby County –KY Correctional Institution for Women) Grade 10—**(\$2139.80 - \$2834.88) **MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

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**CORRECTIONS UNIT ADMINISTRATOR I— (Oldham County —KY State Reformatory)—Grade 13—**(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

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**CORRECTIONS UNIT ADMINISTRATOR II—TWO Positions- (Oldham County —Luther Luckett Correctional Complex)—Grade 14—**(\$2937.20 - \$3890.90) **MIN.**

**REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory experience. Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

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**CERTIFIED PSYCHOLOGIST/PSYCH ASSOC/LIC PSYCH PRAC I—(Lyon County-KY State Penitentiary)—Grade 14—**(\$2937.20 - \$3890.90) **MINIMUM REQUIREMENTS:** Must be certified or be permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of Psychology as a Certified Psychologist, Psychological Associate or Licensed Psychological Practitioner.

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**ELECTRICIAN LICENSED COORDINATOR-(Oldham County- KY State Reformatory)**

Grade 11- \$2206.92 - \$2923.38 **MINIMUM REQUIREMENTS:** : Must have one year of experience as an electrician assistant or a licensed electrician in addition to the experience required for licensure. Must be licensed as a Master Electrician or as an Electrician by the Kentucky Department of Housing, Buildings and Construction.

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**INTERNAL POLICY ANALYST III— (Franklin County—Central Office)—Grade 15—**(\$3230.84-4280.10) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have four years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field. A master's degree in public or business administration, statistics, planning, accounting, economics or a

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related field will substitute for one year of the required experience. Professional experience in management, administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis.

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**OFFENDER INFORMATION ADMINISTRATOR—(Franklin County- Central Office/Offender Information)—Grade 15—(\$3230.84 - \$4280.10) MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in management, administration, legal, paralegal or offender information two years of which must be in offender information administration. Administrative, management, legal, paralegal or offender records experience will substitute for the required education on a year-for-year basis.

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**OFFENDER INFORMATION SPECIALIST I— (Franklin County — Central Office/Offender Information)—Grade 11—(\$2206.92 - \$2923.38) MIN. REQUIREMENTS:** Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

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**PROBATION AND PAROLE OFFICER- (Bell County—Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PROBATION AND PAROLE OFFICER IV— (Montgomery County—Probation & Parole)—Grade 14—(\$2937.20 - \$3890.90) MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of professional experience in probation work and/or parole work. Graduate study in law enforcement, corrections, behavioral sciences or a closely related field will substitute for the experience on a year-for-year basis. Must be 21 years of age.

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**SOCIAL SERVICE CLINICIAN I—(Elliott County —Little Sandy Correctional Complex) Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS:** A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

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**SOCIAL SERVICE CLINICIAN I—(Fayette County —Mental Health/Sex Offender Treatment Program) Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS:** A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

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**SYSTEMS ANALYST II—(Franklin Co—Central Office/IT Branch)—Grade 14— (\$2937.20 - \$3890.90) MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 1 year of professional experience in computer programming and/or systems analysis. Related technical or vocational training will substitute for the bachelor's degree requirement on a year for year basis. A master's degree in computer science will sub for the 1 year of required experience. Experience in computer programming, systems analysis and/or computer operations will sub for the bachelor's degree requirement on a year

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for year basis. Experience in business or public admin, statistics, research or a related field will sub for the bachelor's degree requirement on a year for year basis.

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**Recurring Positions:**

**CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) –Grade 9-(\$1,823.90 - \$2,416.22)**

**MIN. REQUIREMENTS:** High School or GED. Must be 21 years of age.

**PERSONNEL CABINET  
STATE OFFICE BUILDING, 1<sup>ST</sup> FLOOR  
501 HIGH STREET  
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

**To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://www.personnel.ky.gov/employment/>. For questions regarding Applications, Counseling, Testing, or Registers, please call Personnel Cabinet, (502) 564-8030.**

**\*\*IMPORTANT\*\***

**The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official**

**information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at [www.personnel.ky.gov](http://www.personnel.ky.gov).**